



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

a i l
DoD 4000. 25-5-M

DLMSO

CHANGE NO. 1
DoD 4000.25-5-M

15 Jun 94

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP)

I. This change, published by direction of the Assistant Secretary of Defense (Production and Logistics) (ASD (P&L)) , under the authority of DoDD 4140.1, Materiel Management Policy, revises DoD 4000.25-5-M, Feb 93, and is effective upon receipt.

II. Incorporated in change 1 are AMCL 1, recent changes to the Transportation Priority Codes (appendix A29) , updates to appendix K, codes added for use in DLMS, several pages that were previously omitted, and some minor administrative changes.

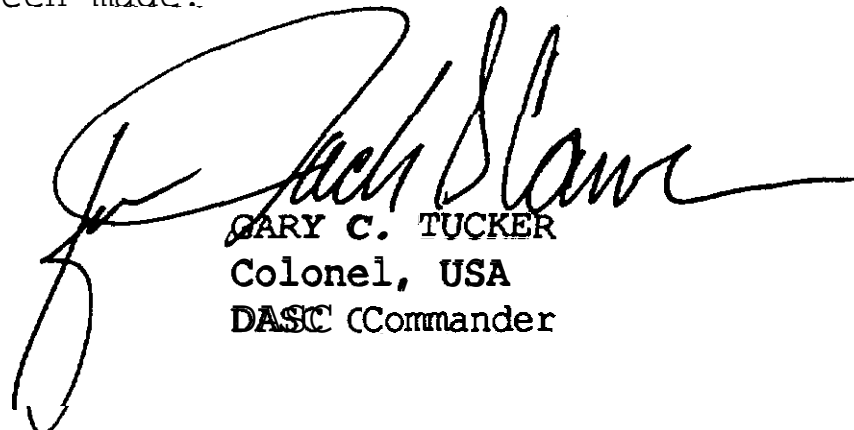
III. Changes and additions are shown in **bold italics**.

IV. Remove pages listed below and insert revised pages.

<u>Remove Old</u>	<u>Insert New</u>	<u>Remove Old</u>	<u>Insert New</u>
vii and viii	vii and viii	----	A52-1
xvii to xix	xvii to xix	C1-1 to C1-3	cl-1 to cl-3
1-7 to 1-10	1-7 to 1-10	C19-1 and C19-2	C19-1 and C19-2
5-3 and 5-4	5-3 and 5-4	C24-1 to C24-3	C24-1 to C24-3
11-3 and 11-4	11-3 and 11-4	C25-1 and C25-2	C25-1 and C25-2
A4-1 and A4-2	A4-1 to A4-3	E1-1 and E1-2	E1-1 and E1-2
A22-1 and A22-2	A22-1 to A22-3	E3-1 and E3-2	E3-1 and E3-2
A24-1	A24-1	E7-1 and E7-2	E7-1 and E7-2
A2 9-1	A29-1	E8-1 and E8-2	E8-1 and E8-2
A48-1	A48-1	E19-1 and E19-2	E19-1 and E19-2
----	A49-1 and A49-2	K-3 and K-4	K-3 and K-4
----	A50-1	K-9 to K-23	K-9 to K-24
----	A51-1		

v. This change sheet will be filed in front of this publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR


GARY C. TUCKER
Colonel, USA
DASC CCommander

DISTRIBUTION

Army : DA-12-04-E (Block 0373)

Navy: m25

Air Force: F

Marine Corps: HB

Defense Logistics Agency: 2

	<u>PAGE</u>
A24 Contract Administration Office Recommendation Regarding Delayed Deliveries	A24-1
A25 Contract Shipment Advice	A25-1
A26 Mode of Shipment	A26-1
A27 Cash Discount Stipulation	A27-1
A28 Shipment/Acceptance Discrepancy Explanation	A28-1
A29 Transportation Priority	A2 9-1
A3 0 Contract Closeout Group	A30-1
A31 Text	A31-1
A32 Contract Payment Type	A32-1
A33 Contract Fund Reporting Transaction	A33-1
A34 Contract Payment Deduction/Collection	A34-1
A35 Contract Obligation Variance	A35-1
A36 Country Code	A36-1
A37 Plus/Minus Indicator	A37-1
A38 Reason for Delayed Closing of Contract File	A38-1
A39 Contract Payment Line Item Status	A39-1
A4 0 Special Reimbursable Provisions	A40-1
A41 Kind of Modification	A41-1
A42 Stock Number	A42-1
A43 Part Number	A43-1
A44 Shipment Identification Data	A44-1
A45 MILSTRIP Data	A45-1
A46 Quantity	A4 6-1
A47 Quantity Variance	A47-1
A48 Procurement Instrument Identification Number (PIIN)	A48-1
A49 Supplementary Procurement Instrument Identification Number (SPIIN)	A4 9-1
A50 Contract Line Item Number (CLIN)/Exhibit Line Item Number (ELIN)	MO-1
A51 <i>Type Of Delivery Delay</i>	A51-1
A52 <i>Purchasing Contracting Officer Instructions</i>	A52-1
 APPENDIX B - MILSCAP Telecommunication and Supplemental Accounting Information	 B-1
 B1 Military Standard Contract Administration Procedures (MILSCAP) Telecommunication Precedence Guide	 B1-1
B2 Location of Supplemental Accounting Classification in MILSCAP	B2-1

PAGE**APPENDIX c - MILSCAP Record Layouts****c-1**

C1 Administrative Data Record #1	c1-1
C2 Administrative Data Record #2	C2-1
C3 Accounting Classification Record	C3-1
C4 Accounting Classification Trailer	C4-1
C5 Supplies Line Item Data Record #1	C5-1
C6 Supplies Line Item Data Record #2	c6-1
C7 Supplies Schedule Data Record	C7-1
C8 Services Line Item Data Record	C8-1
C9 Acknowledgment/Cancellation	C9-1
C10 Modification Header Record/Correction Header Record	C10-1
C11 Shipment Performance Notice Supplies Line Item	C11-1
C12 Shipment Performance Notice Services Line Item	C12-1
C13 Acceptance Alert	C13-1
C14 Acceptance Report	C14-1
C15 Stock Numbered RDF	C15-1
C16 MILSTRIP Document Numbered RDF	C1 6-1
C17 Accounting Classification Header Record	C17-1
C18 Disbursement/Collection Record	C18-1
C19 Deduction Record	C19-1
C20 Variance Record	C20-1
C21 Line Item Report Record	C21-1
C22 Text Header Record	C22-1
C23 Contract Completion Statement	C23-1
C24 Unclosed Contract Status	C24-1
C25 Contract Closeout Extension	C25-1

APPENDIX D - Reserved**APPENDIX E - MILSCAP Validation Criteria****E-1**

E1 Administrative Data Record #1	E1-1
E2 Administrative Data Record #2	E2-1
E3 Accounting Classification Data Record	E3-1
E4 Accounting Classification Data Trailer	E4-1
E5 Supplies Line Item Data Record #1	E5-1
E6 Supplies Line Item Data Record #2	E6-1
E7 Supplies Schedule Data Record	E7-1
E8 Services Line Item Data Record	E8-1

DEFINITIONS AND TERMS

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (mRN) . A two position alphanumeric control code assigned (in accordance with DFARS 204. 7108) to each accounting classification used in a single contract.

ADP POINT. The activity which provides Automatic Data Processing (ADP) services to the contract administration office (CAO) or the purchasing office (PO) ; usually the field activities of the Defense Contract Management Command (DCMC) . (In the case of a purchasing office or a plant cognizant CAO, the ADP activity may be collocated with the CAO/PO or it could be located at some other remote site.)

AUTOMATIC DIGITAL NETWORK (AUTODIN) . A computer controlled, electronic, fully secured, high-speed, common user, data communication system, that provides both direct user-to-user, and store and forward message switching service for DoD and other Government Agencies on a worldwide basis.

BATCH SEQUENCE CODE. *A sequential code assigned by the paying office to each CPN record for batch control purposes. Each batch begins with alpha A and runs through Z (except that I and O are not used), then repeat when needed. The purpose of the batch sequence code is to identify the sequence of the records that make up the CPN.*

BATCH SERIAL NUMBER. *A consecutive number assigned by the paying office to each batch of CPNS. On 1 October each batch for each accounting point begins with 001. The batch serial number identifies the number of batches transmitted to the specific accounting point since the first day of the fiscal year.*

CLIN. An abbreviation of contract line item number (CLIN) which is used for identifying an item of supply or service on a contractual document.
(See DFARS 204.7104.)

CONTRACT ABSTRACT. A representation, in machine processable form, of key elements of contractual data.

CONTRACT ADMINISTRATION OFFICE (CAO) . A DoD Contract Administration Services (CAS) Component which performs assigned functions, or a purchasing office which retains functions related to the administration

of contracts. (Included in this definition are all geographic and plant-type organizations of the Military Departments engaged in the performance of field contract administration services.)

CONTRACT MODIFICATION. Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements and (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

DOD CONTRACT ADMINISTRATION SERVICES (CAS) COMPONENT. ADOD office listed in DLAH 4105.4, "DoD Directory of Contract Administration Services Components," performing contract administration services.

ELIN. An abbreviation of exhibit line item number (ELIN) which is used to identify an item of supply or service listed on an exhibit or schedule forming a part of a contractual document. (See DFARS 204.7105.)

INVENTORY CONTROL POINT (ICP). The organizational element within a distribution system which is assigned responsibility for system-wide direction and control of materiel including such management functions as the computation of requirements, the initiation of procurement or disposal actions, the development of worldwide quantitative and monetary inventory data, and the positioning and repositioning of materiel.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

(MILSTRIP). A system of standard data elements, codes, forms, and formats for the requisition and issue of materiel, adaptable to both manual and mechanical document preparation transmission and processing. MILSTRIP is applicable to all DoD activities requisitioning on wholesale distribution systems, to civil Agencies requisitioning on the military or General Services Administration (GSA) distribution systems, to foreign government requisitions under the Military Assistance Program (MAP), and to contractors requisitioning Government furnished materiel in connection with contracts for repair, rebuild, and overhaul. (See DoD 4000.25-1-M.)

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING

PROCEDURES (MILSTRAP). A standard inventory accounting system which provides uniform codes and formats for processing and recording receipt, adjustment, and issue transactions. MILSTRAP is applicable to inventory

control, stock control, and storage activities of the Military Services supply distribution systems. (See DoD 4000.25-2-M.)

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES

(MILSTAMP) . A system of standard data elements, codes; forms, formats, rules, and methods for shipment of materiel within the Defense Transportation System (DTS) . MILSTAMP applies to shipments originating at Government facilities (including GSA depots) and at contract facilities which terminate at military installations or at foreign government destinations under the MAP Grant Aid. (See DoD 4500.32-R.)

PIIN. An abbreviation of procurement instrument identification number (PIIN) which is used for identifying contractual documents and controlling MILSCAP transactions. (See DFARS, subpart 204.70.)

PRIMARY CONTRACT ADMINISTRATION OFFICE (PRIMARY CAO). The DoD Contract Administration Services (CAS) Component reflected in the "Administered By" block of the contract or the purchasing office when the "Administered By" block of the contract is blank.

PROVISIONING ORDER. A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitization on a supplemental agreement.)

PURCHASING OFFICE (PO). The office which awards or executes a contract for supplies or services.

X-OVERPUNCH. A punch in the 11th row, sometimes referred to as the X-row, of an 80 position record.